



## JOB DESCRIPTION

Position Title: **Coordinator**

Working Area: **Public Safety**

Class Code: 3310

Non-Exempt

EEO Code: 05

Effective Date: August 30, 2002

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### **Major Function**

Supervisory work involving the development of specifications/RFP for the purchase of capital equipment, facility construction/maintenance and other major projects; and overseeing the repair and maintenance of facilities, equipment, and motorized apparatus for the Department of Public Safety.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Coordinates with the fleet contractor on all repairs, preventive maintenance schedules and acquisitions of new vehicles.

Prepares or assists with specifications and proposals for construction of new or existing buildings, equipment, and/or vehicles. Coordinates with the Purchasing Division as necessary.

Ensures work done by contractors and vendors is performed according to specifications. Contacts vendors to procure services and supplies as needed. Supervises the ordering, issuing, and inventory of supplies for the EMS/Fire/Rescue Division.

Periodically inspects Public Safety buildings for any repairs or maintenance that requires attention and causes repair to be effected.

Initiates and recommends to supervisor, for final approval by the Department Director, hiring, termination, performance evaluation, disciplinary, and/or commendatory actions.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Considerable knowledge of the contracting process and procedures used in formulating specifications for major equipment and facilities construction/maintenance projects. Knowledge of procurement processes relative to obtaining equipment and supplies. Knowledge of Southern Standard Building Codes and NFPA (National Fire Protection Association Codes).

Ability to write, interpret, and ensure compliance of contract specifications. Ability to communicate effectively both orally and in writing.

Associates Degree in Business or a technical field and three (3) years' experience in writing technical specifications for major equipment and vehicle purchases, and monitoring the procurement of supplies, facilities construction, and maintenance projects.

Must possess and maintain a valid Florida Driver's License.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is in an office setting, with some fieldwork to perform assigned duties. This position performs most duties while sitting at a desk, table or workstation.